

Cherwell District Council and South Northamptonshire Council

Joint Personnel Committee

Minutes of a meeting of the Joint Personnel Committee held at Springfields, Towcester, Northants NN12 6AE, on 31 July 2014 at 2.00 pm

Present: Councillor Ken Atack
Councillor Caryl Billingham
Councillor Rebecca Breese
Councillor Mary Clarke
Councillor Rosie Herring
Councillor Lynn Pratt
Councillor Barry Wood

Apologies for absence: Councillor Surinder Dhesi
Councillor Rupert Fordham
Councillor G A Reynolds

Officers: Sue Smith, Chief Executive
Martin Henry, Director of Resources / Section 151 Officer
Angela Chisholm, Human Resources Business Partner - Development and Bicester (for agenda item 19)
James Doble, Democratic and Elections Manager

1 Appointment of Chairman for the Municipal Year 2014/15

Resolved

- (1) That Councillor Barry Wood be appointed Chairman of the Joint Personnel Committee for the Municipal year 2014/15.
- (2) That in future years the convention be adopted that the office of Chairman and Vice-Chairman of the Joint Personnel Committee and Joint Arrangements Steering Group be rotated as set out below:

Municipal Year	Joint Personnel Committee Chairman	Joint Personnel Committee Vice-Chairman	Joint Arrangements Steering Group Chairman	Joint Arrangements Steering Group Vice-Chairman
2014/15	Cherwell	South Northants	South Northants	Cherwell
2015/16	South Northants	Cherwell	Cherwell	South Northants
2016/17	Cherwell	South Northants	South Northants	Cherwell
2017/18	South Northants	Cherwell	Cherwell	South Northants

2 **Appointment of Vice-Chairman for the Municipal Year 2014/15**

Resolved

- (1) That Councillor Mary Clarke be appointed Vice-Chairman of the Joint Personnel Committee for the Municipal year 2014/15.

3 **Declarations of Interest**

There were no declarations of interest.

4 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

5 **Urgent Business**

There was no urgent business.

6 **Minutes**

The minutes of the meeting held on 23 January 2014 were agreed as a correct record and signed by the Chairman.

7 **Exclusion of the Public and Press**

Resolved

That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A of that Act.

8 **Short-Listing of Applications for the Post of Shared Head of Service**

The Committee considered an exempt report regarding long listed applications for the post of Head of Finance and Resources at Cherwell District Council and South Northamptonshire Council.

The Committee considered the applications in detail and the analysis provided by West Midlands Employers organisation.

Resolved

That candidate 5 be shortlisted and invited for interview by the Joint Personnel Committee.

The meeting adjourned at 3.30pm

The meeting reconvened at 4.30pm

9 Interview for Shared Head of Service

The committee considered the applications that had been received for the post of Head of Finance and Procurement. The committee interviewed the short listed applicant and asked a number of questions.

Following the interviews the committee evaluated the applications and considered the supporting information from the assessment centre.

Resolved

- (1) That Cherwell District Council and South Northamptonshire Council appoint Paul Sutton as Head of Finance and Procurement on a 12 month fixed term contract.

(Martin Henry left the meeting at the conclusion of this item)

10 Joint Management Team

The Chief Executive provided an update on the review of the Joint Management Team (JMT) arrangements requested by the Committee in January.

Resolved

That the report be noted.

11 Readmittance of the Press and Public

Resolved

That the press and public be readmitted.

12 Joint Appraisal Sub-Committee - Appointment of Members 2014/15

The Committee noted that the meeting dates of the Joint Appraisal Sub-Committee were scheduled for 9 October 2014 (Springfields, Towcester) and 5 March 2015 (Bodicote House, Bodicote).

Resolved

That the membership of the Joint Appraisal Sub-Committee for 2014/15 be comprised of Councillors Atack, Billingham, Breese, Mary Clarke, Dhesi, Fordham, Pratt, Wood with Councillors Reynolds and Herring as substitutes for Cherwell and South Northants respectively.

(Sue Smith and James Doble left the meeting at the conclusion of this item)

13

2014 Cost of Living Pay Award for the Joint Management Team and Shared Service Managers

The committee considered a report which sought consideration of a cost of living pay award for the Chief Executive, Directors, Heads of Service and joint managers who were outside of the mainstream pay negotiating framework for employees of Cherwell District Council (CDC) and South Northamptonshire Council (SNC).

Resolved

- (1) That a 1% annual cost of living pay award be awarded to the Chief Executive, Directors, Heads of Service and other shared service managers pay grades in line with that proposed for the mainstream local government workforce for 2014.
- (2) That the pay award as set out above have an implementation date of 1 April 2014, with the associated arrears payments, with the implementation of this decision delegated to the Director of Resources /Section 151 Officer.

The meeting ended at 6.30 pm

Chairman:

Date: